



DEPARTMENT OF THE ARMY  
US ARMY GARRISON, PRESIDIO OF MONTEREY  
1759 LEWIS ROAD, SUITE 210  
MONTEREY, CA 93944-3223

REPLY TO  
ATTENTION OF

ATZP-GC

24 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Responsibilities in Operating Government Leased Vehicles

1. References:

- a. DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, March 1994.
- b. Command Policy on the Use of Government Vehicles, 26 January 2004.
- c. Memorandum, ATZP-DL, 8 October 1997, subject: Approval of Weekly Dispatch for GSA Leased Vehicles, 8 October 1997.

2. Purpose: To provide guidance on the responsibilities when operating Government vehicles.

3. Applicability: This policy applies to all military and Department of Defense civilian personnel assigned, attached, located, or employed on the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC& POM).

4. Proponent: The proponent for this policy is the Directorate of Logistics (DOL), Transportation Division, ATZP-DL-T at extensions 6380/7784. This policy supersedes the previous policy dated 14 June 2002.

5. Under Monthly Dispatch Program, commanders, deans, and directors are responsible for maintaining a system to perform the following:

- a. Prior to assigning vehicle, check to ensure operator has a valid state license and a Department of Defense (DD) Form 1902 (Certificate of Qualification).
- b. When conducting safety briefings, emphasize the importance of driver safety at all times.
- c. Approve use of vehicle for official business IAW references a and b above.
- d. Ensure driver(s)

(1) Report accidents/damage or maintenance deficiency to the DOL, Transport Operations within 1 workday of the incident.

ATZP-GC

SUBJECT: Responsibilities in Operating Government Leased Vehicles

(2) Perform Preventive Maintenance Checks (PMCs) daily, using check sheet, prior to operating vehicle. Walk around vehicle to check for any damage.

(3) Fuel vehicles using ONLY regular unleaded fuel. Use of Supreme, Plus or Premium types of fuel is not authorized. Turn in any receipts for fuel/car wash and other forms (including completed POM Form 4-154) monthly.

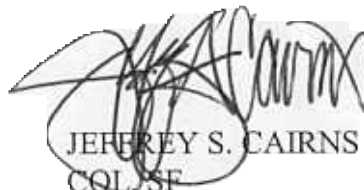
(4) Wear seat belts at all times. Smoking, eating, or drinking inside vehicles is not authorized.

(5) Prior to backing vehicle, the driver must visually check surroundings.

(6) Use of cell phones while operating vehicle is prohibited.

6. It is mandatory that vehicles are dispatched once a month. For users assigned on the DLIFLC & POM, hours are 1000-1200 and 1300-1500, Mondays-Thursday (except holidays), Building 105, lower POM. For users at the Ord Military Community (OMC), hours are 0745-1145/1245-1645, Mondays-Fridays (except holidays), Building 4499, Joe Lloyd Way. The user and the dispatcher will conduct a joint inspection, with results to be authenticated and retained by Transport Operations, DOL. To preclude delays in inspections, please adhere to the scheduled date/time. Otherwise, please call extension 4169 (DLIFLC & POM) or 7789/7791 (OMC).

7. In accordance with AR 735-5, Policies and Procedures for Property Accountability, operator may be held financially liable for damages to vehicle. Agencies that dispatch vehicles are responsible for inspection between different operators and may be held financially liable for unreported or undocumented damage to vehicles.

  
JEFFREY S. CAIRNS  
COL, SF  
Commanding

DISTRIBUTION

G